

Dr. Tracy Bridgeford ([tbridgeford@unomaha.edu](mailto:tbridgeford@unomaha.edu))  
Technical Communication, Fall 2010

## Weekly Schedule

dropbox.com

All assignments will be submitted through **dropbox.com**. I have created a folder for each of you according to your last name. Each of your folders will contain two other folders called Individual Deliverables and Collaborative Deliverables respectively. Drop assignments in the appropriate folders. You will need to create an account at **dropbox.com** in order to submit your assignments. This account is free.

4 October

### **In Class**

Structure of Information; Structure of Information Chart Assignment Review; Quick Exercise on Wordiness

### **Reading to Complete Before Class Begins**

**L&G** (Chapter 5); Structure of Information

### **Deliverables Due by the Beginning of Class**

Audience Analysis Worksheet Part 1 (collaborative)

11 October

### **In class**

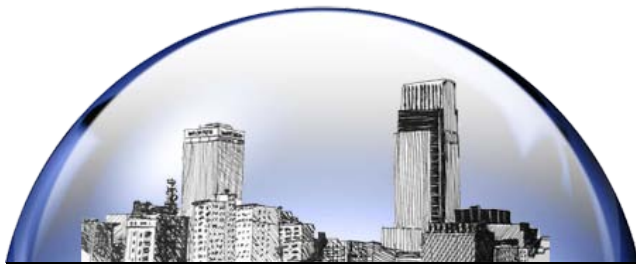
Definitions; Expanded Definition Assignment Review; Quick Exercise on Problem Modifiers

### **Reading to Complete Before Class Begins**

**L&G**: (Chapter 11); Fact Sheet ([Example 1](#) and [Example 2](#))

### **Deliverables Due by the Beginning of Class**

Audience Analysis Worksheet Part 2



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18 October

**Fall Break: No Class**

**Reading to Complete Before Class Begins**

[Oregon City](#) Example

**Deliverables Due by the Beginning of Class**

Structure of Information Chart (collaborative)

25 October

**In class**

Process Descriptions; Process Description Assignment Review; Quick Exercise on Smothered Verbs

**Reading to Complete Before Class Begins**

**L&G** (Chapter 12); Process Descriptions ([Example 1](#) and [Example 2](#))

**Deliverables Due by the Beginning of Class**

Fact Sheet